

# City of Wilmington

## Employment Information

The City of Wilmington welcomes and appreciates your interest in employment with the City. Outlined below is information describing the City's employment process that will assist you in your application process.

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### Equal Employment Opportunity

As we strive to maintain a diverse workforce, the City of Wilmington encourages all qualified persons to apply without regard to race, ethnicity, gender, age, religious affiliation or disability.

### Job Opening Information

A current listing of job openings is available on our Web Site [www.wilmingtonnc.gov](http://www.wilmingtonnc.gov). Positions also are posted at the Human Resources office and with the Employment Security Commission.

The City of Wilmington only accepts applications for specific open positions.

### Employment Application

Our employment application is designed to gather information to evaluate your qualifications for the position for which you are applying. If you wish to apply for more than one position, a separate application must be submitted for each position. **Please ensure all pertinent information is documented on the application. Please don't indicate "See Resume/Attachment".** The application is your introduction to the department so every effort should be made to make your application legible and complete.

The employment application and all related information requested should be received in Human Resources by 5:00 p.m. of the application deadline. Applications received after the application deadline will not be considered for the position. All information on the application is subject to verification.

### Application Consideration

The application review process begins after the closing date for applications. Human Resources receives and carefully reviews all applications and refers to the hiring department candidates whose qualifications

best match the position's posted requirements based on the information presented on the application. The hiring department reviews the referred applications and determines applicants to interview. Simply fulfilling the minimum qualifications for a position does not assure an interview. Candidates being offered an interview may not be contacted immediately following the closing date. Your patience in the process is appreciated.

### Conditional Job Offer

All new employees will be offered the position contingent on passing a pre-employment physical and drug screen. This free screening is provided by the City of Wilmington. Failure to pass the tests will disqualify you from further consideration for this position.

Additionally, some positions may require a driving record and criminal history record check prior to employment. Failure to meet the City's designated standard will result in rescinding the job offer or dismissal.

### Pay and Benefits

The City of Wilmington offers a competitive salary package. Comprehensive benefits include health, life and disability insurance, as well as paid holidays, vacation and sick leave and a retirement package.

### Verification of Employment Eligibility

Under the Immigration, Reform and Control Act of 1986, all new hires will be required to provide appropriate documentation to establish identity and right to work in the United States.



## City of Wilmington, North Carolina

# Employment Application

HUMAN RESOURCES

P.O. BOX 1810 • WILMINGTON, NORTH CAROLINA • 28402

We welcome you as a prospective employee of the City of Wilmington. Completing the Employment Application is the first step in the selection process. You will not be considered unless you meet the minimum qualifications as posted in the advertisement. In order to be fairly considered, **answer all questions completely and accurately**, relating your education, training, and experience to the position for which you are applying. No information in this application is intended to be used for discriminatory purposes. **A resume may be attached, but not substituted for requested information.** The Human Resources Department will keep you informed of the selection process. If hired you must provide appropriate documents to verify your eligibility for employment under the Immigration, Reform and Control Act of 1986.

### IDENTIFYING DATA

Title of Position Sought: \_\_\_\_\_ Job No. \_\_\_\_\_ Date: \_\_\_\_\_

First Name MI Last Name

-  -   
Social Security Number (Last Six Numbers)

Address-Number Street Name / Apt. #

City State Zip Code  
Area Code Area Code

-  -   -  -   
Home Phone Business or Message Phone

Driver's License: Is driver's license presently restricted, suspended, or revoked? Yes ☐ No ☐  
      
Driver's License Number, If no License, enter None State Class (A, B or C) Expiration Date  
MO DAY YR

Do you currently hold an NC class A, B, or C Drivers License? Yes ☐ No ☐

Date Available for Work: \_\_\_\_\_

Type of Position Desired: ☐ Full Time ☐ Part Time ☐ Temporary

Available For: ☐ Shift Work ☐ Weekend Work

For some positions, there are minimum age requirements. Please check the appropriate box:

☐ under 16 years of age ☐ 16-18 ☐ 18-21 ☐ over 21

AN EQUAL OPPORTUNITY EMPLOYER

**EDUCATION**Choose the highest grade you completed in school  
1 2 3 4 5 6 7 8 9 10 11 12Did you graduate from high school? ☐ Yes ☐ NoDid you obtain a GED certificate? ☐ Yes ☐ No

Name and location of high school attended

Name(s) and location(s) of Colleges or Universities attended	Major/Minor Studies	Dates Attended From To Mo/Yr Mo/Yr	Degrees	Graduation Date

Professional Certificate of license related to the job for which you are applying.

Title

Expiration Date

**SPECIAL TRAINING**

This space is for training or education that demonstrates specific qualifications for the particular job for which you are applying. The training or education may be full-time or part-time, apprenticeships, academic courses, seminars, or other types of training. Training schools, military schools, business colleges, or special courses pertinent to the position applied for should be included. Attach additional pages, if necessary. Attach transcripts, diploma or certificate, if required by vacancy.

Course	Institution	Dates From To Mo/Yr Mo/Yr	Total Class Hours	License or Certificate Issued

**EQUIPMENT SKILLS**

List any special size and type of equipment you operate, including office, computers, vehicles, construction, etc.:


**PERSONAL REFERENCES**

(Do not list Relatives or Employers)

Name	Address	Occupation	Telephone

## EXPERIENCE

List your most recent experience first. Experience may be paid or unpaid, full-time, part-time, or military. Describe all of your work experience thoroughly, indicating how it relates to the position for which you are applying. Include MONTH and YEAR of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application. **A RESUME MAY BE ATTACHED TO SUPPLEMENT INFORMATION, BUT MAY NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION.**

Dates and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	Duties:
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	Duties:
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	Duties:
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo. Yr. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	Duties:
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		

**Experience Continued:**

Dates and Salary	Employer	Job Title, Description of Duties, Hours Worked, Reason for Leaving
Starting Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Address:	<u>Duties:</u>
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Address:	<u>Duties:</u>
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Address:	<u>Duties:</u>
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Address:	<u>Duties:</u>
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		
Starting Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Name:	Title: Hours Worked:
Ending Date: Mo <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>	Address:	<u>Duties:</u>
Starting Salary: per	Telephone:	
Ending Salary: per	Supervisor's Name:	Reason for Leaving:
Equipment Operated:		

May we contact your current employer?  
If No, please explain:

Yes ☐ No ☐

**PERSONAL INFORMATION****YES NO**

1. Are you able to perform the essential functions of the job you have applied for? ☐ ☐
2. Are you an American citizen or do you currently have authorization to work in the U.S.? ☐ ☐
3. Have you ever been employed by the City of Wilmington? (If yes, list department below.) ☐ ☐

Previous Title: \_\_\_\_\_ Dept. \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

4. Have you been convicted of a felony or had any moving traffic violations within the past two years?  
Conviction does not necessarily disqualify candidates from employment consideration.  
If yes, list date, place, offense, and fine (or sentence) for  
each instance in space below. ☐ ☐

5. Are members of your household or relatives currently employed by the  
City of Wilmington? (If yes, provide the following information.) ☐ ☐

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Department: \_\_\_\_\_

6. Are you currently employed by the City of Wilmington? (If yes, list department below. ☐ ☐

Explanatory remarks: (Please indicate item numbers to which answers apply.)

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**CONDITIONS OF EMPLOYMENT**

Thank you for completing this application. You are urged to carefully read the following certification.

All the information provided by me on this application or otherwise is accurate and complete and I hereby give the City of Wilmington permission to investigate any and all information contained herein or otherwise provided during the selection process. In addition, if appropriate for the position, I (A) authorize the City of Wilmington Human Resource Department to conduct/request reference checks, background, criminal history and/or driving record check; (B) agree to undergo drug screening; (C) agree to undergo a polygraph examination; and (D) agree to undergo a physical and/or psychological examination.

I fully understand that this application will be used only in conjunction with the position for which I am applying and that its completion neither assures me a position with the City nor obligates the City to me in any way.

I further understand that the failure to complete this application may render it void and that any misleading, incorrect statements, or omissions of material facts made during the selection process will subject me to disqualification, or if employed, result in my suspension or immediate discharge from employment with the City of Wilmington. If employed, I will provide documentation establishing my identity and right to work in the United States; I agree to conform to the rules and regulations of the City of Wilmington or departments thereof; and I fully understand that employment can be terminated for any reason deemed sufficient by the City.

I certify that I have read the foregoing statements and agree to the conditions stated therein.

☐ Yes, I agree to the conditions above. Date: Month: ☐ Day: ☐ Year ☐

☐ No, I do not wish to have my application submitted. You will not be able to submit your application if you do not answer "yes" to these terms and condition

# City of Wilmington

## Recruiting Survey

To insure that we are contacting as many qualified applicants as possible we continually update our recruiting methods. To help us in this attempt please take a few moments to complete the following survey and return it with your completed application.

How did you receive your information concerning employment opportunities with the City of Wilmington?

☐ Employment Security Commission Posting

☐ Friend/Relative

☐ Job Fair Location: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Internet (Referring website address): http://\_\_\_\_\_

☐ Newspaper Advertisement City/Name: \_\_\_\_\_

☐ Professional Association Name: \_\_\_\_\_

☐ Radio Advertisement City/Station: \_\_\_\_\_

☐ Television Advertisement City/Channel: \_\_\_\_\_

☐ TTY Line for Hearing Impaired

☐ City of Wilmington Government Access Channel

☐ City of Wilmington Police Officer \_\_\_\_\_

☐ City of Wilmington Employee \_\_\_\_\_

☐ Other \_\_\_\_\_  
\_\_\_\_\_

Date Survey Completed: \_\_\_\_\_

# City of Wilmington

## Voluntary Information

**The City of Wilmington does not discriminate based on race, ethnicity, gender, age, religious affiliation, or disability.**

This information is to be completed by applicant on a voluntary basis. The information will be used and kept confidential in accordance with applicable laws and regulations. The City of Wilmington will utilize the information to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply for federal reporting purposes. This information is not shared with the hiring department.

We invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to complete this form will not subject you to any adverse personnel decision or action. Filling out this survey will help us better serve you. Your cooperation is appreciated.

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### Please Print

#### Applicant Information

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zipcode

Male Female Date of Birth \_\_\_\_\_

#### Please check one of the following Equal Opportunity Identification Groups:

Caucasian (not of Hispanic Origin) (B) African American/Black (C)  
(Not of Hispanic Origin)

American Indian/Alaskan Native (F) Asian/Pacific Islander (E)

Hispanic (D)